



<b>Closing Date</b>	<b>03/02/2020</b>
<b>Time</b>	<b>14:00 pm</b>
<b>REFERENCE NO.: 7411606</b>	

**REQUEST FOR PROPOSAL # 7411606**

<b>Title of Project</b>		
<b>2020 APEC Business Advisory Council Meeting (ABAC)</b>		
<b>Event dates</b>		
<b>July 27-30, 2020 in Vancouver, British Columbia</b>		
<b>CLOSING DATE: 2:00 PM EDT on February 03<sup>rd</sup>, 2020</b>		
<b>Return Bids to :</b>		
<b>By Hands or Messenger Service:</b>		
Emmanuelle Boivin - SMO Global Affairs Canada Foreign Affairs, Trade and Development Canada Lester B. Pearson Building, 125 Sussex Drive, Ottawa, On, K1A 0G2, Canada		
<b>Attention: Emmanuelle Boivin</b>		
<b>Solicitation number: 7411606</b>		
From : Monday – Friday Hours :8:00 am -12:00 pm / 1:00 pm – 4:00 pm		
<b>Contracting Authority</b>	<b>Telephone No.</b>	<b>E-mail :</b>
Emmanuelle Boivin	343-203-5715	Emmanuelle.Boivin@international.gc.ca

WE HEREBY OFFER TO SELL TO HER MAJESTY THE QUEEN IN RIGHT OF CANADA, IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET OUT HEREIN, REFERRED TO HEREIN OR ATTACHED HERETO, THE GOODS, SERVICES, AND CONSTRUCTION LISTED HEREIN AND ON ANY ATTACHED SHEETS AT THE PRICE(S) SET OUT THEREFOR.

<b>Bidder's Name</b>	
<b>Bidder's Complete Address</b>	
<b>NAME &amp; TITLE OF THE PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT)</b>	
<b>Signature</b>	<b>Date</b>

**THIS PAGE IS TO BE COMPLETED AND INCLUDED WITH YOUR BID**



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## PART 1 - INFORMATION AND INSTRUCTIONS

### 1.1 Summary

ABAC is a private sector body that is mandated with providing advice to APEC Leaders on issues of interest to the business community in the Asia-Pacific region. Comprised of three senior business executives from each of the 21 APEC economies, ABAC meets four times a year. MINT committed to host the third APEC Business Advisory Council Meeting in 2020 in Vancouver.

Global Affairs Canada (GAC) is responsible for coordinating all logistical aspects of the overall planning, program and logistics operation. It is expected that the number of participants will be near 200.

### 1.2 Security Requirements

Contractors and all staff members requiring access to the premises of the Global Affairs office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact [SMOSecurity-SecuriteBGS@international.gc.ca](mailto:SMOSecurity-SecuriteBGS@international.gc.ca)

### 1.3 Statement of Work

The Work to be performed is detailed in the Annex A.

### 1.4 Definitions

In the Contract, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Bid" means proposal, and the terms can be used interchangeably in this document.

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

"Canada", "Crown", "Her Majesty", the "Minister" or the "Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister;

"Canada's Representative" means the person designated to act as Canada's agent and representative for the purposes of this Contract;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;



"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Days" means continuous calendar days, including weekends and statutory holidays;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Signature" means either signed on paper, whether the original or an electronic copy of the signed paper is sent to the Contractor; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

### **1.5 Contract Documents**

The Draft Contract and the Statement of Work which the selected Bidder will be expected to execute is included with this Request for Proposal (RFP) at Annex A and B. Bidders are advised to review it in detail and identify any problematic clauses to Canada's Representative in accordance with the section 3.6, Communications, Enquiries and Suggested Improvements. Canada reserves the right not to make any amendment(s) to the Contract Documents before the Contract Award.

### **1.6 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditionsmanual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 2018-05-22 Standard Instructions Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **1.7 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

### **1.8 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.9 Confidentiality clause**

The Confidentiality Clause (see Annex C) must be signed and sent with the proposal.



### **1.10 Entire Requirement**

The RFP documents contain all the requirements relating to the RFP. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.

### **1.11 Validity of Proposal**

Proposals will remain open for acceptance for a period of not less than 90 days from the closing date of the RFP, unless specified otherwise in RFP. Canada reserves the right to seek an extension of the proposal validity period from all responsive Bidders in writing, within a minimum of three (3) calendar days before the end of the proposal validity period. If the extension is accepted by all responsive Bidders, Canada will continue with the evaluation of the proposals. If the extension is not accepted by all responsive Bidders, Canada will, at its sole discretion, either continue with the evaluation of the proposals of those who have accepted the extension or cancel the solicitation.

### **1.12 Challenges**

Furthermore, the Canadian International Trade Tribunal (CITT) was established by the Government of Canada to provide a challenge mechanism for suppliers to raise complaints regarding the solicitation or evaluation of bids, or in the awarding of contracts on a designated procurement, in accordance with applicable Trade Agreements. You may raise concerns regarding the solicitation, evaluation or the resulting award, with the DFATD representative in a first attempt to address the concern or if not satisfied, with the CITT by contacting them toll free by telephone at 855-307-2488, or by visiting their website at <http://www.citt.gc.ca/>.

### **1.13 No Promotion of Bidders Interest**

Bidders will not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

### **1.14 Trade Agreements**

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."



## 2 CAPACITY TO BID

### 2.1 Legal Capacity

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by Canada's Representative, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a proposal as a joint venture.

### 2.2 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- a. the name of each member of the joint venture;
- b. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- c. the name of the joint venture, if applicable.

2. If the information is not clearly provided in the proposal, the Bidder must provide the information on request from Canada's Representative.

3. The proposal and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. Canada's Representative may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFP and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarity liable for the performance of any resulting contract.

### 2.3 Certifications

1. The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada may declare a proposal non-responsive, or may declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the proposal evaluation period or during the contract period.

2. Canada's Representative will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the proposal non-responsive.

#### 2.3.1 Incapacity to Contract with Government

By submitting a proposal, the Bidder certifies that neither the Bidder nor any of the Bidder's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Bidder, including the Bidder's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or
- b. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#) of Canada, or





- c. section 462.31 (*Laundering proceeds of crime*) or
- d. sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#) of Canada, or section 45 (*Conspiracies, agreements or arrangements between competitors*), 46 (*Foreign directives*) 47 (*Bid rigging*), 49 (*Agreements or arrangements of federal financial institutions*), 52 (*False or misleading representation*), 53 (*Deceptive notice of winning a prize*) under the [Competition Act](#), or
- e. section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
- f. section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
- g. section 3 (*Bribing a foreign public official*) of the [Corruption of Foreign Public Officials Act](#), or
- h. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#), or
- i. any provision under any law other than Canadian law having a similar effect to the above-listed provisions.

### 2.3.2 Former Public Servant

1. Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders who are FPS must advise Canada's Representative and will be required to provide further information before contract award.

2. For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

### 2.3.3 Status and Availability of Resources

1. The Bidder certifies that, should it be awarded a contract as a result of the RFP, every individual proposed in its proposal will be available at the time specified in the RFP and available to perform the Work as required by the Contract. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its proposal, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise Canada of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of



the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

2. If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from Canada's Representative, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the proposal being declared non-responsive.

#### **2.4 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the Draft Contract.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



### 3 BIDDING INSTRUCTIONS

#### 3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

\*Failure to send the required number of copies could put the bidder at a disadvantage. Global Affairs Canada is not responsible for the quality and content of the documents to be printed.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment (Annex B).

#### 3.2 Submission of Proposals

1. Proposals must be submitted only to the Department of Foreign Affairs, Trade and Development by the date, time and to the address indicated on page 1 of the RFP. Canada will not be responsible for proposals delivered to a different location.
2. By virtue of the Bidder submitting a proposal, which is received in writing and accepted by Canada, is considered by Canada to constitute a contract as it reflects those conditions proposed or agreed to in writing by the successful bidder.
3. Canada requires that each proposal, at closing date and time or upon request from Canada's Representative, be signed by the Bidder or by an authorized representative of the Bidder. If any required signature(s) are not submitted as requested, the Departmental Representative will inform the Bidder of a time frame within which to provide the signature(s). Failure to comply with the request of the Departmental Representative and to provide the signature(s) within the time frame provided may render the bid non-responsive.

If a proposal is submitted by a joint venture, it must be in accordance with section 2.2, Joint Venture.

4. It is the Bidder's responsibility to:

- a. obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
- b. prepare its proposal in accordance with the instructions contained in the RFP;
- c. submit by closing date and time a complete proposal;
- d. ensure that the Bidder's name, return address, and the RFP number are clearly visible on the envelope or the attachment(s) containing the proposal; and,



- f. provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.
5. Canada will make available Notices of Proposed Procurement (NPP), RFPs and related documents for download through the Government Electronic Tendering Service (GETS) Website: [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, RFP or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments using GETS. It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.
6. Proposals received on or before the stipulated RFP closing date and time will become the property of Canada and will not be returned, including those of unsuccessful Bidders. All proposals will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21), and other applicable law.
7. Unless specified otherwise in the RFP, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the proposal.
8. A proposal cannot be assigned or transferred in whole or in part.

### **3.3 Language of Proposal**

Proposal documents and supporting information must be submitted in either English or French.

### **3.4 Late Proposal**

Canada will inform the Bidder if their proposal is delivered after the stipulated RFP closing date and time. Canada will return or delete bids delivered after the stipulated solicitation closing date and time.

### **3.5 Communications, Enquiries, Suggested Improvements**

1. All enquiries and suggested improvements must be submitted in writing only to the following email address: [Emmanuelle.boivin@international.gc.ca](mailto:Emmanuelle.boivin@international.gc.ca) no later than five (5) calendar days before the bid closing date. Enquiries and suggestions received after that time may not be answered.

2. Bidders should reference as accurately as possible the numbered item of the RFP to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

3. Should any Bidder consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Bidder is invited to make suggestions in writing to Canada's Representative. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Bidder will be given consideration. Canada reserves the right to accept or reject any or all suggestions.

### **3.6 Bid Costs**

No payment will be made for costs incurred in the preparation and submission of a proposal in response to the RFP. Costs associated with preparing and submitting a proposal, as well as any costs incurred by the Bidder associated with the evaluation of the proposal, are the sole responsibility of the Bidder.



### **3.7 Price Justification**

At Canada's discretion and request, Bidders must provide, on Canada's request, one or more of the following price justification:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.



## 4 RIGHTS OF CANADA

### 4.1 Rights of Canada

Canada reserves the right to:

- a. reject any or all proposals received in response to the RFP;
- b. reject any proposals with conditional requirements;
- c. enter into negotiations with compliant Bidders on any or all aspects of their proposals;
- d. accept any proposal in whole or in part without negotiations;
- e. cancel the RFP at any time;
- f. reissue the RFP;
- g. if no responsive proposals are received and the requirement is not substantially modified, reissue the RFP by inviting only the Bidders who bid to resubmit proposals within a period designated by Canada.

### 4.2 Rejection of Proposals

1. Canada may reject a proposal where any of the following circumstances is present:

- a. the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
- b. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the proposal;
- c. evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
- d. with respect to current or prior transactions with the Government of Canada:
  - i. Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the proposal;
  - ii. Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.

2. Where Canada intends to reject a proposal pursuant to a provision of subsection 1. (d), Canada's Representative will so inform the Bidder and provide the Bidder ten (10) calendar days within which to make representations, before making a final decision on the bid rejection.

### 4.3 Conflict of Interest - Unfair Advantage

1. In order to protect the integrity of the procurement process, Bidders are advised that Canada may reject a proposal in the following circumstances:



a. if the Bidder, any of its subcontractors, any of their respective employees or former employees were involved in any manner in the preparation of the RFP or in any situation of conflict of interest or appearance of conflict of interest;

b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the RFP that was not available to other Bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.

2. The experience acquired by a Bidder who is providing or has provided the goods and services described in the RFP (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.

3. Where Canada intends to reject a proposal under this section, Canada's Representative will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact Canada's Representative before bid closing. By submitting a proposal, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.



## 5 EVALUATION PROCEDURES AND BASIS OF SELECTION

### 5.1 Conduct of Evaluation

In conducting its evaluation of the proposals, Canada may, but will have no obligation to, do the following:

- a. seek clarification or verification from Bidders regarding any or all information provided by them with respect to the RFP;
- b. contact any or all references supplied by Bidders to verify and validate any information submitted by them;
- c. request, before award of any contract, specific information with respect to Bidders' legal status;
- d. conduct a survey of Bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the RFP;
- e. where unit pricing is used for evaluation purposes, correct any error in the extended pricing of proposals by using unit pricing and any error in quantities in proposals to reflect the quantities stated in the RFP; in the case of error in the extension of prices, the unit price will govern.
- f. verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties;
- g. interview, at the sole costs of Bidders, any Bidder and/or any or all of the resources proposed by Bidders to fulfill the requirement of the RFP.

Bidders will have the number of days specified in the request by Canada's Representative to comply with any request related to any of the above items. Failure to comply with the request may result in the proposal being declared non-responsive.

### 5.2 Evaluation and Selection

1. A bid must comply with all mandatory and point-rated requirements of the bid solicitation to be declared responsive. The responsive bid with the highest score will be will be recommended for award of a contract.
2. An evaluation team composed of a majority of representatives of Canada will evaluate the proposals.

#### 5.2.1. Evaluation Procedures (Highest Combined Technical Merit and Price)

The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

- (a) The Bidder/Firm is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation
- (b) The Bidder/Firm must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation
- (c) The Bidder/Firm must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the





case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not normally be counted more than once

(d) It is recommended that the Bidder/Firm include a grid in their proposals, cross-referring statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by itself DOES NOT constitute demonstrated evidence.

## **5.2.2 Technical Evaluation**

### **5.2.2.1 Mandatory Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.



### Mandatory Technical Criteria

Item	Description	Met / Not Met	Cross Reference with Bid Substantiating Detail
M1	<p>The bidder must declare that they have held at least one (1) similar event during the last 12 months preceding the closing date of this RFP.</p> <p>Signature: _____</p> <p>Print Name: Title:</p> <p><b>N.B.</b> <i>Global Affairs Canada reserves the right to seek information from the bidder that would validate the declaration. The bidder who is found guilty of providing incorrect information could see his proposal be declared ineligible.</i></p>		
M2	<p><b>Location</b></p> <p>The bidder must demonstrate the ability to provide all elements required in-house. Meeting rooms, hospitality, audio-visual and accommodations must be within the same venue</p>		
M3	<p><b>Location</b></p> <p>The bidder must demonstrate that the venue is located within 1.5km radius of Vancouver City Centre Station</p>		
M4	<p><b>Rating</b></p> <p>Must be at a minimum 4 star facility</p>		
M5	<p><b>Site visit</b></p> <p>The bidder must declare that they will provide access to the venue multiple times before the event for various site visits.</p> <p>Signature: _____</p> <p>Print Name:</p>		
M6	<p><b>Hospitality – menu and prices</b></p> <p>The bidder must provide menu that does not exceed amounts as detailed in the SOW (<b>4.2.2</b>) in section 1 and 2).</p>		
M7	<p><b>Hospitality – inclusion</b></p> <p>The bidder must include vegan, pork-free and nut-free options as detailed in the SOW (<b>4.2.2.1 Other Details</b>, point 3) and must be able to provide or subcontract gluten-free, kosher and/or halal meals if so required (<b>4.2.2.1 Other Details</b>, point 4).</p>		
M8	<p><b>Sustainability Initiatives</b></p> <p>The bidder must provide a list of sustainability initiatives that exist</p>		



### 5.2.2.2 Rated Criteria

Bids which meet all the mandatory technical criteria will be further evaluated and scored in accordance with the following technical criteria:

#### Point Rated Technical Criteria

Item	Description	Points description	Points
R1	<p><b>Experience</b></p> <p>Using the form below, the bidder must provide a summary of one (1) past event that was hosted at the venue</p> <ul style="list-style-type: none"> <li>- Have a minimum total value of \$250,000.00 (taxes included);</li> <li>- Demonstrate that the event is comparable to this solicitations requirements;</li> <li>- Demonstrate successful completion of event within the last calendar year of the closing date of this solicitation;</li> <li>- Include client reference for the project; and</li> <li>- Include the CV of the assigned Conference Services &amp; Catering Manager</li> </ul>	<p>Points will be allocated as follows:</p> <ol style="list-style-type: none"> <li>1. Relevancy of the event with the scope of work = 0 to 10 points</li> <li>2. Complexity of the event with the scope of work = 0 to 10 points</li> <li>3. Type of event: Private Sector = 5 points Public Event Sector = 10 points</li> </ol> <p><b>See Rating Table below</b></p>	/30
R2	<p><b>In close proximity of downtown</b></p> <p>The bidder must demonstrate that the venue is located within the 1.5 km radius of Vancouver City Centre Station</p>	<p>Distance:</p> <p>Less than 850m = 25 points Between 851m and 1.2km= 15 points Between 1.21km and 1.5km=10 points 1.5km and above = 0 points (see M3)</p>	/25
R3	<p><b>Foyer Area</b></p> <p>The bidder must demonstrate that a large foyer area, capable of hosting health breaks, is located adjacent or within close proximity (on same floor as plenary)</p>	<p>Distance:</p> <p>Within 25 feet = 15 points Between 26-50 feet = 10 points Between 51-75 feet = 5 points Over 76 feet = 0 points</p>	/15
R4	<p><b>Proximity of function rooms</b></p> <p>The bidder must demonstrate that all function rooms are located on the same floor or adjacent floors to the plenary</p>	<p>All function rooms on the same floor as plenary = 20 points</p> <p>All function rooms on same or adjacent floors = 15 points</p> <p>Functions rooms located on multiple floors = 0 points</p>	/20
R5	<p><b>Attrition fees</b></p> <p>The bidder must demonstrate flexibility with accommodation attrition fees</p>	<p>50-100% attrition = 20 points 26-49% attrition = 10 points Less than 25% attrition = 0 points</p>	/20
R6	<p><b>Internet</b></p> <p>The bidder should send a statement to demonstrate that they will provide free Wireless Internet access for delegates within conference facilities.</p>	<p>Can provide free internet =20 points</p> <p>Cannot provide free internet = 0 points</p>	/20



R7	<p><b>Internet</b></p> <p>The bidder is able to provide the wireless networks with the names, passwords, and speeds requested.</p>	<p>Can provide all the wireless networks as requested = 10 points</p> <p>Can provide half of the wireless networks as requested = 5 points</p> <p>Can only provide 0 or 1 wireless network as requested = 0 points</p>	/10
R8	<p><b>Wired Internet</b></p> <p>The bidder is able to provide the bandwidth requested to support live streaming needs</p>	<p>Can provide the wired connection bandwidth requested: 10 points</p> <p>Cannot provide the wired connection bandwidth requested: 0 points</p>	/10
R9	<p><b>Hospitality – Menu Quality</b></p> <p>The bidder must provide menu options for each food and beverage service that include the use of local product(s)/ingredient(s) (within a 100km radius).</p> <p>Additionally, the bidder must provide menu options for each food and beverage service that include the use of seasonal product(s)/ingredient(s).</p> <p>The bidder must provide multiple courses and options for meals and multiple options for health breaks in their menu proposals.</p> <p>Finally, the bidder must provide, where possible, healthy options including fruits and vegetables during health break services.</p>	<p><b><u>Health Breaks (for every service):</u></b></p> <p><u>Local ingredient/product:</u>  <i>Minimum of one (1) ingredient/product = 5 points</i>  <i>None (0) ingredient/product = 0 point</i></p> <p><u>Seasonal ingredient/product:</u>  <i>Minimum of one (1) ingredient/product = 5 points</i>  <i>None (0) ingredient/product = 0 point</i></p> <p><u>Healthy/sweet options for AM Breaks and healthy/savoury options for PM Breaks:</u>  <i>Two (2) or more = 5 points</i>  <i>Less than two (2) = 0 point</i></p> <p><u>Fruit or vegetable option:</u>  <i>Minimum of one (1) = 5 points</i>  <i>None (0) = 0 point</i></p>	/20



		<p><b><u>Lunch (for every service):</u></b></p> <p><u>Local ingredients/products:</u>  <i>Minimum of three (3)  ingredients/products = 5 points  Less than three (3) ingredient/product  = 0 point</i></p> <p><u>Seasonal ingredients/products:</u>  <i>Minimum of three (3)  ingredients/products = 5 points  Less than three (3) ingredient/product  = 0 point</i></p> <p><u>Courses provided per lunch service  (salad/soup + main + dessert):</u>  <i>Minimum of three (3) courses = 5  points  Less than three (3) courses= 0 point</i></p> <p><u>Options per course:</u>  <i>Two (2) or more = 5 points  Less than two (2) = 0 point</i></p>	/20
		<p><b><u>Dinner (for every service):</u></b></p> <p><u>Local ingredients/products:</u>  <i>Minimum of three (3)  ingredients/products = 5 points  Less than three (3) ingredient/product  = 0 point</i></p> <p><u>Seasonal ingredients/products:</u>  <i>Minimum of three (3)  ingredients/products = 5 points  Less than three (3) ingredient/product  = 0 point</i></p> <p><u>Courses provided per lunch service  (salad/soup + main + dessert):</u>  <i>Minimum of three (3) courses = 5  points  Less than three (3) courses= 0 point</i></p> <p><u>Options per course:</u>  <i>Two (2) or more = 5 points  Less than two (2) = 0 point</i></p>	/20



R10	<p><b>Hospitality – Waste Management</b></p> <p>The bidder must have a detailed waste management program that includes the composting of organic waste and the provision of compost bins.</p> <p>Additionally, the bidder must also track and provide data on the weight of the organic waste produced during of the event.</p>	<p><u>Composting Program</u></p> <p>Bidder provides a detailed composting program for managing organic waste = 10 points</p> <p>Bidder provides compost bins in the contracted rooms required during the event = 10 points</p> <p>Bidder does not participate in any compost program and cannot provide compost bins required during the event = 0 points</p>	/20
		<p><u>Waste Management Data</u></p> <p>Bidder tracks and provides report on the weight of the organic waste produced during the event = 10 points</p> <p>Bidder does not track and cannot provide a report on the weight of the organic waste produced during the event = 0 points</p>	/10
R11	<p><b>Hospitality – Plastic Elimination</b></p> <p>The bidder must demonstrate how they've eliminated the use of plastics for all food and beverage services (e.g., coffee stir-sticks, individually packaged honey &amp; jams, plastic bottles, plastic cups).</p>	<p>Bidder is able to eliminate all plastics from the event = 10 points</p> <p>Bidder is able to eliminate only single-use plastics but uses other reusable plastics = 5 points</p> <p>Bidder is not able to eliminate single-use plastics from the event= 0 points</p>	/10
R12	<p><b>Hospitality – Food Donation Program</b></p> <p>The bidder must provide a report on their food donation program.</p>	<p>Bidder is able to provide a food donation program = 10 points</p> <p>Bidder does not have a food donation program = 0 points</p>	/10
Total Points Awarded			/260

*N.B. The prorata formula to be used will be 70/30. Technical/rated section will count for 70% of the scoring. The financial part will count for 30%. No minimum score.*



<b>Rating Table (sliding scale)</b>	
<b>Available Points</b>	<b>Basis for point Distribution</b>
0 to 2 pts	The response is deficient. The project presented and the activities are not representative.
3 to 5 pts	The response includes some information, but is also missing a substantial amount of information.
6 to 7 pts	The response includes a substantive amount of the information required to be complete.
8 to 10 pts	The response is complete.
<b>Note: This Rating Table applies to all Point Rated Technical Criteria (R1)</b>	

**Other points of interest: (not part of the evaluation)**

**1. Onsite security**

1.1 Will the bidder allow on its premises an external security supplier such as, but not limited to private security to support the event and control access? yes no



**Closing Date** 03/02/2020  
**Time** 14:00 pm  
**REFERENCE NO.:** 7411606

**Table 1 – Event Form (R1)**

Name of the event: \_\_\_\_\_

Date of the event: From : \_\_\_\_\_ to \_\_\_\_\_  
(yyyy-mm-dd) (yyyy-mm-dd)

Total value of the event (must be equal or over \$250,000.00 including taxes): \_\_\_\_\_

Number of participants: \_\_\_\_\_

Food and Beverage was served: Yes \_\_\_ or No \_\_\_

Was it a Public or private sector event: Public \_\_\_ or Private \_\_\_

Number of function rooms occupied: \_\_\_\_\_

Description of the event (including technical requirements):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Client reference**

Client Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**INCLUDE Curriculum Vitae of the Conference Services & Catering manager working at the hotel.**

**TABLE 1 IS TO BE COMPLETED AND INCLUDED WITH YOUR BID**





### 5.2.2 Financial Evaluation

- (a) The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.
- (b) Bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada will be as per rate in effect on the bid solicitation closing date.
- (c) The total proposed price is to be exclusive of the Goods and Services (GST) and/or the Harmonized Sales Tax (HST). Such amounts will be added as applicable upon award of the contract.
- (d) Pricing Schedule - Bidder must submit pricing in accordance with the following.
- (e) Canada reserves the right to reject any offer deemed to be not fair and reasonable.
- (f) In consideration of the Contractor satisfactorily completing **all** of its obligations under the Contract, the Contractor will be paid a firm lot price of \$ \_\_\_\_\_.

### 5.2.4 Basis of Selection

5.2.4.1 Offers will be evaluated on the basis of the Highest Combined Rating of Technical Merit **70 %** and Price **30 % using the following formula:**

$$\frac{\text{Offeror's Technical Score}}{\text{Highest Technical score}} \times \text{ratio} + \frac{\text{Lowest price offer}}{\text{Offeror's price}} \times \text{ratio} = \text{Highest combined rating}$$

#### Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

	BIDDER 1	BIDDER 2	BIDDER 3
Technical Evaluation	<b>10</b>	<b>20</b>	<b>30</b>
Price	<b>\$25,000</b>	<b>\$20,000</b>	<b>\$15,000</b>

POINT DETERMINATION	BIDDER 1	BIDDER 2	BIDDER 3
Technical Points	<b>10/30 x 70 = 23.33</b>	<b>20/30 x 70 = 46.67</b>	<b>30/30 x 70 = 70.00</b>
Price Points	<b>\$15,000/\$25,000 x 30 = 18</b>	<b>\$15,000/\$20,000 x 30 = 22.5</b>	<b>\$15,000/\$15,000 x 30 = 30</b>
Total Score	<b>41.33</b>	<b>69.17</b>	<b>100.00</b>

**Note 1:** In this example the successful bidder would be No. 3 which has scored the highest combined technical merit and price



## **PART 2 - RESULTING CONTRACT CLAUSES.**

### **1.1 Definitions.**

In the Contract, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Bid" means proposal, and the terms can be used interchangeably in this document.

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

"Canada", "Crown", "Her Majesty", the "Minister" or the "Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister;

"Canada's Representative" means the person designated to act as Canada's agent and representative for the purposes of this Contract;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Days" means continuous calendar days, including weekends and statutory holidays;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Signature" means either signed on paper, whether the original or an electronic copy of the signed paper is sent to the Contractor; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

### **1.2 Security Requirements**

Contractors and all staff members requiring access to the premises of the Global Affairs office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These



requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact [SMOSecurity-SecuriteBGS@international.gc.ca](mailto:SMOSecurity-SecuriteBGS@international.gc.ca)

### **1.3 Priority of Documents.**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of agreement;
- (b) General Conditions 2010C (2018-06-21); Services (medium complexity);
- (c) ANNEX A Statement of Work;
- (d) ANNEX B Basis of Payment;
- (e) ANNEX C Confidentiality Clause
- (f) ANNEX D Contractor's bid

In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.  
Performance of the Work

### **1.4 Performance of the Work**

#### **1.4.1 Statement of Work**

As detailed in the **Annex A**.

#### **1.4.2 Period of the Contract**

The period of the Contract is from contract award to July 30<sup>th</sup>, 2020 inclusive.

#### **1.4.3 Conduct.**

The Contractor must:

- a. perform the Work diligently and efficiently;
- b. perform the Work with honesty and integrity;
- c. except for Government Property, supply everything necessary to perform the Work;
- d. select and employ a sufficient number of qualified persons;
- e. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract; and,
- f. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

#### **1.4.4 Ressources.**

Canada reserves the right to conduct periodic background checks on personnel employed or subcontracted by the Contractor.

Canada reserves the right, in its sole discretion, to decide that personnel employed or subcontracted by the contractor are unsuitable. In such circumstances, the Contractor shall ensure that personnel are removed from property and replaced with personnel suitable to Canada.



<b>Closing Date</b>	<b>03/02/2020</b>
<b>Time</b>	<b>14:00 pm</b>
<b>REFERENCE NO.:</b>	<b>7411606</b>

**1.4.5 Compliance with Local Law.**

In the performance of Services under this Contract, the Contractor will comply with all applicable provisions of the laws in force in British Columbia.

**1.5 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-andguidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

**1.5.1 General Conditions**

General Conditions 2010C (2018-06-21); Services (medium complexity) apply to and form part of the Contract.

**1.6 Authorities**

**1.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Emmanuelle Boivin  
Title: Procurement and Contracting Specialist  
Organization: Summits Office , Global Affairs Canada  
Telephone: 343-203-5715  
E-mail address: [Emmanuelle.Boivin@international.gc.ca](mailto:Emmanuelle.Boivin@international.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**1.6.2. Project Authority**

The Project Authority for the Contract is *(To be insert at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.



**1.6.3. Contractor's Representative.** *(To be insert at contract award)*

The Contractor's Representative is:

Name:

Title:

Company:

Address:

Telephone:

E-mail address:

The Contractor reserves the right to replace the above-designated Contractor's Representative by sending a notice in writing to Canada's Representative to that effect.

**1.7 Communication and Notices.**

Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, or e-mail. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will only be effective on the day it is received at that address. Any notice to Canada must be delivered to Canada's Representative.

**1.8 Management of the Contract.**

Subject to the other provisions of this Article, Canada's Representative is responsible for the management of the Contract. Unless otherwise specified, no notice, instruction, authorization, refusal or other communication provided by Canada is valid under this Contract unless it is provided to the Contractor by Canada's Representative. Likewise, no notice, instruction, authorization, refusal or other communication to Canada made by the Contractor or on its behalf is valid unless it is made to Canada's Representative. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anyone other than Canada's Representative.

**1.9 Amendment.**

To be effective, any amendment to the Contract must be done in writing and signed by Canada's Representative and the Contractor's Representative. Canada's right to exercise an Option Period is excluded from this signatures requirement. The Contractor must notify Canada's Representative for any changes and / or substitutions of goods provided under this Contract prior to shipment. Changes and / or substitutions must be documented and approved by Canada's Representative.)

**1.10 Assignment.**

The Contractor must not assign the Contract without first obtaining Canada's written consent. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee. Assignment of the contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability

**1.11 Entire Agreement.**

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated



by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

#### **1.12 Applicable Laws.**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of British Columbia, Canada.

#### **1.13 Number and Gender.**

In these Articles of Agreement, the singular includes the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter, and vice versa.

#### **1.14 Powers of Canada / State Immunity.**

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive. Notwithstanding anything in this Contract, Canada does not waive any right or immunity that it has or may have by virtue of international or domestic law.

#### **1.15 Time of the Essence.**

Time is of the essence. The Contractor must provide in a timely manner all components of the Work.

#### **1.16 Excusable Delay.**

1.16.1 . A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that:

- a. is beyond the reasonable control of the Contractor;
- b. could not reasonably have been foreseen;
- c. could not reasonably have been prevented by means reasonably available to the Contractor; and,
- d. occurred without the fault or neglect of the Contractor

will be considered an "Excusable Delay" if the Contractor advises Canada's Representative of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise Canada's Representative, within fifteen (15) working days, of all the circumstances relating to the delay and provide to Canada's Representative for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

1.16.2. Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.

1.16.3. However, if an Excusable Delay has continued for 30 Days or more, Canada's Representative may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay



immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

1.16.4. Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.

#### **1.17 Severability.**

If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

#### **1.18 Successors and Assigns.**

The Contract is to the benefit of and binds the successors and permitted assignees of Canada and of the Contractor.

#### **1.19 Survival.**

All the Parties' obligations of confidentiality and representations set out in the Contract as well as the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.  
upon Canada.

#### **1.20 Additional SACC Manual Clauses.**

##### **1.20.1 Former Public Servant**

1. Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders who are FPS must advise Canada's Representative and will be required to provide further information before contract award.

2. For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

#### **2.21 Payment**

##### **2.21.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price in accordance to the Basis of payment in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.



#### **1.21.2 Limitation of Price**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **1.21.3 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada

#### **1.21.4 Audit**

Any amount paid or claimed under the Contract is subject to government audit both before and after payment is made. The Contractor must keep proper accounts and records of the cost of performing the Work and keep all documents relating to such cost for six (6) years after it receives the final payment under the Contract.

### **1.22 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

### **1.23 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the email shown on page 1 of the Contract for certification and payment.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **1.24 Payment Period.**

Canada's standard payment period is 30 Days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid in accordance with General Conditions 2010C (2018-06-21); Services (medium complexity).

### **1.25 Discrepancies.**

If the contents of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 Days of the invoice receipt. The 30-Day payment period begins upon receipt of the revised invoice or the replacement or





corrected Work. Failure by Canada to notify the Contractor within 15 Days will only result in the date specified in subsection 23.7 to apply for the sole purpose of calculating interest on overdue accounts.

#### **1.26 Termination benefits and cancellation.**

If a notice of termination for convenience is sent under clause 20 of clause 2010C (2018-06-21) - General Conditions - Services (Medium Complexity) the Contractor shall have the right, in accordance with to the payment base (Annex B), to be paid only those costs reasonably and properly incurred for the performance of the contract to the extent that it has not already been paid or reimbursed by Canada. In no event shall Canada be liable to the Contractor for the premature termination of this Agreement.

Should during the course of the contract some or all of the rooms from GAC function block are returned to the venue inventory for resale.

#### **1.27 Remittance to appropriate tax authority.**

The Contractor agrees to remit to the appropriate government tax authority any amount of applicable tax legally required to be remitted by the Contractor, pursuant to applicable tax laws.

#### **1.28 Certifications**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

##### **1.28.1 Federal Contractors Program for Employment Equity - Default by the Contractor.**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### **1.29 Green Procurement.**

1.29.1. The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

1.29.2. The Contractor should make every effort to use environmentally preferred goods, services and processes, as required, to reduce any environmental impacts resulting from the performance of the Work. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

#### **1.30 Hospitality**

All hospitality must have the prior written authorization of the Project Authority. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, hospitality and Conferences and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.



The Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences is available at: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=19855&section=text>.

The National Joint Council Travel Directive is available at: <http://www.njc-cnm.gc.ca/directive/travelvoyage/index-eng.php>.

## **1.31 Suspension and Infraction.**

### **2.31.1 Suspension of the Work.**

Canada may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

### **1.31.2 Infraction.**

Canada may terminate this Contract or reduce or suspend any payments under it if the Contractor fails to honour the provisions in Article 26.

## **1.32 Insurance Terms.**

### **1.32.1 Insurance at Discretion of Contractor.**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **1.33 Governance and Ethics.**

### **1.33.1 Conflict of Interest and Values and Ethics Codes for the Public Service.**

The Contractor acknowledges that individuals who are subject to the provisions of the Conflict of Interest Act, 2006, c. 9, s. 2 (as amended from time to time), the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service, Code of Conduct for Canadian Representatives Abroad or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract. The Contractor will notify Canada in writing of any situation, of which the Contractor is or becomes aware, in which one of the Contractor's agents, employees or contractors derives, or is in a position to derive, an unauthorized benefit.

## **1.34 Incapacity to Contract with the Government.**

The Contractor certifies that no one convicted under any of the provisions under subsection 0 or 0 are to receive any benefit under the Contract. In addition, the Contractor certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Contractor nor any of the Contractor's affiliates has ever been convicted of an offence under any of the following provisions:

- a. paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Canadian Financial Administration Act, R.S.C. 1985, c. F-11, or
- b. section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, R.S.C. 1985, c. C-46, or
- c. section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada, or
- d. section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading



representation), 53 (Deceptive notice of winning a prize) under the Canadian Competition Act, R.S.C. 1985, c. C-34, or  
e. section 239 (False or deceptive statements) of the Canadian Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.), or  
f. section 327 (False or deceptive statements) of the Canadian Excise Tax Act, (R.S.C., 1985, c. E-15, or  
g. section 3 (Bribing a foreign public official) of the Canadian Corruption of Foreign Public Officials Act, S.C. 1998, c. 34 (as amended), or  
h. section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Canadian Controlled Drugs and Substance Act, S.C. 1996, c. 19 (as amended); or  
i. any provision under the local law having a similar effect to the above-listed provisions.

### **1.35 Anti-Terrorism.**

Consistent with numerous United Nations Security Council resolutions, including S/RES/1267 (1999) concerning Al Qaida and the Taliban, and associated individuals and entities, both Canada and the Contractor are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. The Contractor acknowledges that neither it, nor any of its employees, Directors, or agents is an entity listed, in relation to terrorists groups and those who support them, under subsection 83.05 of the Criminal Code of Canada, and as identified thereto in a "List of Entities" which may be found at < <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-284/index.html> > and that it is not nor will it knowingly work with any party and entity appearing on the New Consolidated List established and maintained by the UN Security Council's 1267 Committee. Furthermore, the Contractor acknowledges that it will not knowingly directly or indirectly collect, provide or make available funds or property intending that they be used, or knowing that they will be used, to carry out or facilitate terrorist activities, or knowing that the funds or property will be used or will benefit a terrorist entity as identified in the List of Entities.

### **1.36 International Sanctions.**

From time to time, in compliance with United Nations obligations or other international agreements, Canada imposes restrictions on trade, financial transactions or other dealings with a foreign country or its nationals. These sanctions may be implemented by regulation under the United Nations Act (UNA), R.S.C. 1985, c. U-2, the Special Economic Measures Act (SEMA), S.C. 1992, c. 17, or the Export and Import Permits Act (EIPA), R.S.C. 1985, c. E-19. Persons in Canada, and Canadians outside of Canada, are bound by these sanctions. The Contractor agrees that it will, in the performance of the Contract, comply with any such regulations that are in force on the effective date of the Contract, and will require such compliance by its first-tier subcontractors. Also, as a result, the Contractor must not supply, and the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions. For additional information on economic sanctions, refer to the following website: <http://www.international.gc.ca/sanctions/countries-pays/index.aspx?lang=eng>

The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for the convenience of Canada in accordance with section 24.2.

### **1.37 Dispute Resolution.**

#### **1.37.1 Discussion and Negotiation.**

If a dispute arises out of, or in connection with this Contract, the parties shall meet to pursue resolution through negotiation or other appropriate dispute resolution process before resorting to litigation. The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle.



## ANNEX A - STATEMENT OF WORK

### 1.0 Title

Rental of a venue for the 2020 APEC Business Advisory Council Meeting (ABAC) to be held July 27-30, 2020 in Vancouver, British Columbia.

### 2.0 Background

ABAC is a private sector body that is mandated with providing advice to APEC Leaders on issues of interest to the business community in the Asia-Pacific region. Comprised of three senior business executives from each of the 21 APEC economies, ABAC meets four times a year.

Global Affairs Canada (GAC) is responsible for coordinating all logistical aspects of the overall planning, program and logistics operation. It is expected that the number of participants will be near 200.

### 3.0 Objective

GAC is required to rent a venue for delegates and staff in July 2020, as outlined below and detailed in Section 4.0. In order to fulfill requirement of the forum event reference above, GAC will be renting a facility centrally located in Vancouver, British Columbia.

### 4.0 Scope of Work

1. The Supplier must provide function rooms, audio visual (4.2.1), hospitality (4.2.2), accommodations (4.2.3) and IT (4.2.4) listed below;
2. The Supplier will discuss with the Project Authority to define the final requirements;
3. Requirements are subject to change on short notice;
4. The Supplier must be prepared to work in close and frequent contact with the Project Authority;

#### 4.1 Venue Summary Requirements

1. The Supplier will waive any unused Function room rental fees up to and including May 26, 2020. From May 27, 2020 until July 5, 2020, the Supplier will negotiate with the Project Authority to waive between 50 to 100% of the function room rental fees. The Supplier will waive the full cost of any space that is resold.
2. The Supplier will provide accommodation attrition fees that are above industry standards and extend a cut-off date of July 5, 2020.
3. Can accommodate the function room requirements outlined in 4.2.1, 4.2.2 and 4.2.3;
4. Should the technical requirements change during the planning process, the Supplier will adjust the cost estimate and equipment to reflect the new requirements.
5. The Supplier should take into consideration existing audiovisual infrastructure when providing the proposal.
6. The Supplier must provide a concrete list of greening initiatives that they have implemented.
7. Event dates as listed below:

Set-up day 1	Pre Event	Event	Event	Event
July 26, 2020	July 27, 2020	July 28, 2020	July 29, 2020	July 30, 2020



## 4.2 Tasks, Activities, Deliverables and Milestones

### 4.2.1 Function Rooms & Audio Visual

FUNCTION ROOMS				
Room Ref. #	Room	Set Up	Dates & Times Required	AV Requirements
<b>OPERATIONAL SPACES</b>				
#1	Registration – Space in Foyer	4 pax 2x 6' tables	Set up: July 26   08:00-23:59 Event Day: July 27   00:01-23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59 Event Day: July 30   00:01-23:59	
#2	Secretariat Office	10 pax Boardroom for 10 people 1 x 6' Tables for printer/service 2 x 6' Table for Hospitality/Water station	Set up: July 26   08:00-23:59 Event Day: July 27   00:01-23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59 Event Day: July 30   00:01-23:59	
#3	Secretariat Office	20 pax Boardroom for 10 people 1 x Round of 10 Water Station 1 x 6' table for MFD / shredder	Set up: July 26   08:00-23:59 Event Day: July 27   00:01-23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59 Event Day: July 30   00:01-23:59	Standalone laptop 1 Multi-Function Device 1 shredder
#4	Office/ Meeting Room	10 pax Half office (Boardroom for 10 people)/Half Bilateral Space (soft seating) (12' x 15' space) Water Station	Set up: July 26   08:00-23:59 Event Day: July 27   00:01-23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59 Event Day: July 30   00:01-23:59	Pipe and Drape
#5	Office	20 pax Boardroom for 10 people 1 x Round of 10 Water Station 1 x 6' table for MFD / shredder	Set up: July 26   08:00-23:59 Event Day: July 27   00:01-23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59 Event Day: July 30   00:01-23:59	Standalone laptop 1 Multi-Function Device
#6	Holding Room (To be confirmed)	6 pax Half soft seating area/Half boardroom for 6 people Water Station	Set up ready: July 27 by 07:00 Event Day: July 27   08:00-23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59 Event Day: July 30   00:01-23:59	Pipe and drape Small Media Lighting Kit
<b>PROGRAM SPACES</b>				
#7	Delegations Office	3 rounds of 10 Water Station	Set up ready: July 27 by 07:00 Event Day: July 27   08:00:23:59 Event Day: July 28   00:01-23:59	



			Event Day: July 29   00:01-23:59 Event Day: July 30   00:01-23:59	
#8	Plenary	150 pax Hollow Square for 70 + rows behind for 80 Space for Interpretation booth Tech booth 2 X Water Stations	Set up: July 26   08:00 -23:59 Pre-event: July 27   08:00 – 23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59 Event Day: July 30   00:01-23:59	1 Interpretation booth EN/FR Interpretation receivers (up to 150)  Other requirements may include: 2 large screens (50” or 60”) Up to 70 Push to talk table microphones Extension cords and power bars for hollow square (1 per 2 people) Sound system 2 LCD projectors with lenses + splitter 8 X monitors on stands Cue system 1 laptop for AV presentations Switcher Confidence monitor 2 wireless microphones with stands
#8	Press Conference (IN PLENARY ROOM)	100 pax Theatre Seating Riser Media Riser	Set up: July 30	Podium with microphone Sound System 3 Media feed box (1 – English, 1 – French, 1 – Floor) Small media Lighting Kit 2 power bars on riser
#9	Plenary Foyer	Health and Refreshment Breaks July 28-29: 2 x break stations (2 x 6’ tables each)	Set up: July 27   08:00 -23:59 Event Day: July 28   00:01-23:59	
#10	Bilateral/ Meeting Room 1	10 pax Boardroom for 10 people Water Station	Set up: July 26   08:00-23:59 Pre-event: July 27   08:00 -23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59	Small Media Lighting Kit (TBC)





#11	Meeting Room 2 (Breakout Space)	70 pax Hollow Square for 30, seating behind for 40 Water Station Tech booth	Set up: July 26   08:00-23:59 Event Day: July 27   00:01-23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59	Sound system Up to 30 x Push to talk table microphones Extension cords and power bars for hollow square (1 per 2 people) 2 medium screen 2 LCD projectors with lenses + splitter Cue system 1 laptop for AV presentations Switcher 2 wireless microphones and stands
#12	Lunch	<u>July 27-29:</u> 170 ppl 17 x Round tables of 10 2 x double-sided buffet stations (~3 x 6' tables each)  <u>Additional on July 29:</u> Risers + Soft Seating (5)	Set up: July 26   08:00-23:59 Pre-Event Day: July 27   07:00-23:59 Event Day: July 28   00:01-23:59 Event Day: July 29   00:01-23:59	1 microphone stand and wireless microphone Sound System  <u>Additional on July 29:</u> 5 wireless hand-held microphones
#12	Reception (SAME ROOM AS LUNCH)	<u>July 27:</u> 10 x High-Top Cocktail Tables	Set up: July 26   08:00-23:59 Event Day: July 27   07:00 - 23:59	Podium with microphone Sound System Small Media Lighting Kit (TBC)
#12	Dinner (SAME ROOM AS DINNER)	<u>July 29<sup>th</sup>:</u> 170 ppl 22 x Rounds of 8 (66") or 17 x 10 (72")	Set up: July 28   00:01-23:59 Event Day: July 29   00:01-23:59	Podium with microphone Sound System Small Media Lighting Kit (TBC)
#13	Group Photo	Area outside plenary  Risers for group photo to accommodate up to 50 people (TBC)	Event Day: July 28   00:01-23:59	Small Media Lighting Kit (TBC)

1. All function rooms must be held on a 24-hour basis.
2. Function room set-up, dismantling & loading dock fees must be included in function room rate.
3. Function rooms must include tables, chairs, linen & water stations.
4. The Supplier must provide the Project Authority with keys to all function rooms for the duration of the setup and conference.
5. The Supplier will provide a representative to liaise with the Project Authority.
6. The Supplier will provide a comprehensive greening plan.



7. The Supplier is to supply and operate on a short-term, rental basis, the audiovisual equipment in various locations as outlined in the above.
8. It will be the Supplier's responsibility to ensure that all the necessary qualified technical personnel are on-site to meet the installation schedule that will commence on July 26, 2020 and conclude at the close of the final meetings scheduled for July 30, 2020. An installation and event schedule shall be provided to the Supplier following the award of the contract.
9. The Supplier will identify and appoint a representative who will serve as the primary liaison with the Project Authority to oversee the installations.
10. The Supplier representative should ideally be located in the Vancouver region, and must be available to participate in meetings (either in-person or via video, audio or web conferencing platforms).
11. The Supplier must make arrangements for, and cover the costs of all travel and accommodation for its personnel and any sub-contractor.
12. The Supplier will ensure that all equipment will be installed, tested and operational.
13. The Supplier will be responsible for the handling and transportation of materials between the loading areas and the designated spaces.
14. The Supplier accepts that should the Project Authority require any power bars for the small meeting spaces, they can bring their own and plug them into the existing outlets in those rooms.
15. Unless otherwise noted, the Supplier will be responsible for the provision and installation of all AC electrical power extension cords/feeder cables (Cam-lok, u-ground, TL-3/4, Socapex, etc.) and distribution boxes, in all identified rooms. The Supplier will also be responsible for ensuring that appropriate cable management peripherals (cable mats, adhesive cord cover strips (e.g.: SafCord), cloth tape, etc.) are installed in a manner that is secure for both the venue, and users
16. In keeping with the Government of Canada's Green Initiatives and Energy Conservation Programs, every effort by the Supplier should be made to utilize technical production equipment which minimizes electrical consumption. Lighting, projection and display equipment which operates using LED (light emitting diode), OLED (organic light emitting diode), LCD (liquid crystal display), and 3-DLP Laser technologies is preferred.

#### 4.2.2 Hospitality

##### Section 1:

Date	Participants	Time	Requirements
<b>Day 1 July 27<sup>th</sup></b>	170 – TBC	12:00 – 13:00	<b>Lunch – Delegates (#12)</b> Cold Buffet OR Hot Buffet (please include vegan option)
	120 - TBC	13:00 – 14:00	<b>Water Station – Research Symposium (#8)</b> (water cooler or pitchers and glasses)
	70 - TBC	16:30 – 17:30	<b>Water Station – Chairs' Meeting (#11)</b> (water cooler or pitchers and glasses)
	70 - TBC	17:30 – 18:00	<b>Water Station – Staffers' Meeting (#11)</b> (water cooler or pitchers and glasses)
	170 – TBC	18:00 – 19:00	<b>Welcome Cocktail Reception – Delegates (#12)</b> Passed canapés + 1 drink consumption (please include vegan option)
<b>Day 2 July 28<sup>th</sup></b>	170 - TBC	08:00 – 18:00	<b>Water Station – Delegates (#8)</b> (Pitchers and glasses on tables in Hollow Square and Water Stations for rows behind)





	10 - TBC	08:00 – 18:00	<b>Water Station – Bilat/VIP Room (#10)</b> (Pitchers and glasses)
	70 - TBC	08:00 – 18:00	<b>Water Station – Breakout Space (#11)</b> (Pitchers and glasses on tables in Hollow Square and Water Stations for rows behind)
	170 - TBC	10:20 – 10:40	<b>AM Health Break – Delegates (#9 )</b> Healthy/sweet selection (please include vegan options)
	170 - TBC	12:15 – 13:15	<b>Lunch – Delegates (#12)</b> Cold Buffet OR Hot Buffet (please include vegan option)
	170 - TBC	14:30 – 14:45	<b>PM Refreshment Break – Delegates (#9 )</b> Coffee & Tea Service only
	170 - TBC	16:00 – 16:15	<b>PM Health Break – Delegates (#9 )</b> Healthy/savoury selection (please include vegan options)
<b>Day 3 July 29<sup>th</sup></b>	170 - TBC	08:00 – 18:00	<b>Water Station – Delegates (#8)</b> (Pitchers and glasses on tables in Hollow Square and Water Stations for rows behind)
	10 - TBC	08:00 – 18:00	<b>Water Station – Bilat/VIP Room (#10)</b> (Pitchers and glasses)
	70 - TBC	08:00 – 18:00	<b>Water Station – Breakout Space (#11)</b> (Pitchers and glasses on tables in Hollow Square and Water Stations for rows behind)
	170 – TBC	10:30 – 10:45	<b>AM Health Break – Delegates (#9 )</b> Healthy/sweet selection (please include vegan options)
	170 – TBC	12:00 – 13:00	<b>Lunch – Delegates (#12)</b> Cold Buffet OR Hot Buffet (please include vegan option)
	170 - TBC	14:15 – 14:30	<b>PM Refreshment Break – Delegates (#9 )</b> Coffee & Tea Service only
	170 - TBC	16:30 – 16:45	<b>PM Health Break – Delegates (#9 )</b> Healthy/savoury selection (please include vegan options)
	170 - TBC	19:00 – 22:00	<b>Gala Dinner – Delegates (#12)</b> Hot Plated OR Hot Buffet + 1 beverage consumption (please include vegan option)
<b>Day 4 July 30<sup>th</sup></b>	170 - TBC	08:00 – 12:00	<b>Water Station – Delegates (#8)</b> (Pitchers and glasses on tables in Hollow Square and Water Stations for rows behind)
	10 - TBC	08:00 – 12:00	<b>Water Station – Bilat/VIP Room (#10)</b> (Pitchers and glasses)



	70 - TBC	08:00 - 12:00	<b>Water Station – Breakout Space (#11)</b> (Pitchers and glasses on tables in Hollow Square and Water Stations for rows behind)
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***N.B. The Government of Canada will pay all Food and Beverage requirements listed above (Section 1).***

***Venue must be able to provide Food and Beverage that does not exceed the values as outlined below.***

- AM/PM Refreshment Breaks: \$7.00 per person including all taxes and gratuities
- AM/PM Health Breaks: \$10.18 per person including all taxes and gratuities
- Lunch: \$41.20 per person including all taxes and gratuities
- Reception: \$40.70 per person including all taxes and gratuities
- Dinner: \$88.46 per person including all taxes and gratuities

***N.B. Food and beverage requirements listed above are anticipatory, but could change based on confirmation of final number of event participants. The Government of Canada retains the right to amend these requirements throughout the planning process of this event.***

**Section 2:**

Date	Participants	Time	Requirements
<b>Day 1 July 27<sup>th</sup></b>	7 – TBC	07:00 - 20:00	<b>Water Station (#2)</b> (water cooler or pitchers, and glasses)
	7 – TBC	07:00 - 09:00	<b>AM Health Break (#2)</b> Healthy/sweet selection
	7 – TBC	11:00 - 13:00	<b>Lunch (#2)</b> Cold Buffet OR Hot Buffet
	7 – TBC	14:00 - 16:00	<b>PM Health Break (#2)</b> Healthy/savoury selection
	2 – TBC	17:00 - 19:00	<b>Dinner (#2)</b> Hot Plated OR Hot Buffet
<b>Day 2 July 28<sup>th</sup></b>	7 – TBC	07:00 - 23:00	<b>Water Station (#2)</b> (water cooler or pitchers, and glasses)
	7 – TBC	07:00 - 09:00	<b>AM Health Break (#2)</b> Healthy/sweet selection
	7 – TBC	11:00 - 13:00	<b>Lunch (#2)</b> Cold Buffet OR Hot Buffet
	7 – TBC	14:00 - 16:00	<b>PM Health Break (#2)</b> Healthy/savoury selection
<b>Day 3 July 29<sup>th</sup></b>	7 – TBC	07:00 - 20:00	<b>Water Station (#2)</b> (water cooler or pitchers, and glasses)



<b>Closing Date</b>	<b>03/02/2020</b>
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	7 – TBC	07:00 – 09:00	<b>AM Health Break (#2)</b> Healthy/sweet selection
	7 – TBC	11:00 – 13:00	<b>Lunch (#2)</b> Cold Buffet OR Hot Buffet
	7 – TBC	14:00 – 16:00	<b>PM Health Break (#2)</b> Healthy/savoury selection
	2 – TBC	17:00 – 19:00	<b>Dinner (#2)</b> Hot Plated OR Hot Buffet
<b>Day 4 July 30<sup>th</sup></b>	7 – TBC	07:00 – 20:00	<b>Water Station (#2)</b> (water cooler or pitchers, and glasses)
	7 – TBC	07:00 – 09:00	<b>AM Health Break (#2)</b> Healthy/sweet selection
	7 – TBC	11:00 – 13:00	<b>Lunch (#2)</b> Cold Buffet OR Hot Buffet

**N.B. The Government of Canada will pay all Food and Beverage requirements listed above (Section 2). Venue must be able to provide Food and Beverage that does not exceed the values as outlined below:**

- AM/PM Health Breaks: \$10.17 per person including all taxes and gratuities
- Lunch: \$20.60 per person including all taxes and gratuities
- Dinner: \$50.55 per person including all taxes and gratuities

***N.B. Food and beverage requirements listed above are anticipatory, but could change based on confirmation of final number of event participants. The Government of Canada retains the right to amend these requirements throughout the planning process of this event.***

**4.2.2.1 Other details**

1. Venue must provide sample menu options for each item listed above showing base price, taxes and gratuities. Options are listed for information purposes only and will be determined should a contract be awarded.
2. Menu options must include Service & Administration Charges and Provincial & Federal Sales Taxes, as appropriate.
3. With the aim of being inclusive, all menus need to include a minimum of one vegan option. No pork or nuts should be served or included in the preparation of the food.
4. With the aim of being inclusive, the venue should provide or subcontract Gluten-Free, Kosher and Halal food options if so required, and will advise of any additional costs. Number of Gluten-Free, Kosher and Halal meals will be confirmed one week prior to the event.
5. With the aim of being environmentally responsible the venue is to: a) provide a detailed summary of its environmental/greening initiatives; b) identify local and seasonal products and ingredients used in hospitality services; c) provide a detailed summary of its organic waste management policies (composting program, etc.); d) reduce or eliminate the use of plastic in hospitality services, in particular the full elimination of single-use plastics (straws, coffee stir sticks, wrapped candy, jam and honey in plastic containers, etc.); e) provide a detailed summary of its food donation program and identify how food and beverage is prepared and served strategically to reduce waste and allow unserved food to be donated to a charitable organization.



6. Venue is to provide separate quotes for **Section 1** and **Section 2** F&B prices.
7. Furniture, linens, porcelain/ceramic china, glassware, flatware, transportation, and service staff labour are to be included in the quote, but separated from the **Section 1** and **Section 2** F&B prices.
8. The venue will be responsible for delivery, set-up, teardown and pick-up.
9. All materials used should be branding-free. No branding of the contractor or the venue can be visible on any of the packaging, rentals, dishes, glasses, napkins, etc.

**4.2.3 Accommodations**

DATE	Standard Rooms	Total Rooms
<b>Saturday, July 25, 2020</b>	50	
<b>Sunday, July 26, 2020</b>	75	
<b>Monday, July 27, 2020</b>	75	
<b>Tuesday, July 28, 2020</b>	75	
<b>Wednesday, July 29, 2020</b>	50	
<b>TOTAL Room Nights</b>	<b>325</b>	
<b>RATE</b>	<b>TBC</b>	

***N.B. Above rates subject to applicable taxes. Provide pricing for standard room options***

1. The Supplier will provide accommodation attrition fees that are above industry standards and extend a cut-off date of July 5, 2020.
2. One room per 40 paid room nights on a cumulative basis will be offered on a complimentary basis and be in the form of a credit on the master account.
3. Hotel will honor the negotiated group rate after the cut-off date for all last minute reservations.
4. A group code for on-line reservations as well as a toll-free number will be provided for individual reservations. Some rooms will also be provided via rooming list.
5. With the aim of making the event environmentally responsible, no plastic containers such as plastic water bottles, plastic glasses, straws and stir sticks in the guest rooms.
6. The hotel will provide complimentary Wi-Fi internet access in all guest rooms.
7. Cancellation of individual guest rooms without penalty will be 24 hours prior to arrival.
8. No guest room charges will be made to GAC’s master account unless directed by Project or Technical Authorities.
9. The hotel will consider requests for early check-in, to be granted according to room availability at time of check-in.
10. The hotel will consider requests for late check-out to the extent possible.
11. Group rates are available three (3) days pre- and three (3) days post-conference based on hotel availability.

**4.2.4 IT**

1. The contractor shall provide Wi-Fi networks to the specifications in the table below and available in all rented function spaces. If the contractor is unable to provide the number of custom networks requested, alternatives should be provided for review by GAC.
2. If the contractor is unable to provide the preferred IP Range, they must liaise with GAC to find a suitable alternative.
3. The contractor will ensure that the network connections are operational and tested before GAC takes possession of the venue.
4. The contractor will provide support during regular business hours for network infrastructure, and provide at a minimum on-call support for after hour issues. The contractor will provide 1 network drop within the SMO Secretariat and 1 network drop within Candel office on the SMO network for printing purposes.



5. The speed minimums below are a guideline, and if there are challenges meeting them, the contractor shall provide options to GAC to ensure an adequate level of service
6. The contractor will plan for a factor of 2.5 connections per user identified in the table below.
7. The live streaming requirement is still to be confirmed. The contractor shall provide pricing for the infrastructure needed for live streaming as an option to the contract. This option will be exercised by GAC as necessary once the final needs have been determined.
8. The live streaming bandwidth for the option stipulated in the bullet above shall be shared between the Plenary Room and the Press Conference room as there will not be live streaming occurring at both rooms concurrently.

**Wifi**

<b>Network Name</b>	<b>Password</b>	<b>Speed Minimum</b>	<b>IP Range</b>	<b>Number of Users</b>
<b>SMO</b>	#smo2020	50 mbps	172.16.0.1- 172.16.1.255	65
<b>ABAC</b>	!abac2020	75 mbps	any	150

**Infrastructure**

<b>Room</b>	<b>Requirement</b>
Secretariat Office	Hard-wired internet connection <ul style="list-style-type: none"> <li>• Must be on SMO VLAN</li> </ul>
Candel	Hard-wired internet connection <ul style="list-style-type: none"> <li>• Must be on SMO VLAN</li> </ul>
Plenary (Live streaming option)	Hard-wired internet connection shared with Press Conference room <ul style="list-style-type: none"> <li>• Minimum 75 mbps</li> </ul>
Press Conference (Live streaming option)	Hard-wired internet connection shared with Plenary <ul style="list-style-type: none"> <li>• Minimum 75 mbps</li> </ul>



### ANNEX B – BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price in accordance to the Basis of payment in Annex B.

FUNCTION SPACE - Master Account			
Function space	Rate	#Days	Total
#2 Secretariat Office	\$	5	\$
#3 Secretariat Office	\$	5	\$
#4 Meeting Room Office	\$	5	\$
#5 Office	\$	5	\$
#6 Holding Room (TBC)	\$	4	\$
#7 Delegations Office	\$	4	\$
#8 Plenary	\$	4	\$
#10 Bilateral / Meeting room1	\$	4	\$
#11 Meeting room2 / Breakout space	\$	4	\$
#12 Lunch room	\$	4	\$
Fees for other rooms not listed above	\$		\$
Subtotal			\$
Service charge			\$
Taxes			\$
<b>Total on Master Account</b>			<b>\$</b>

ROOM BLOCK								
ATTENDEES - Paid by individual								
Description	July 25,2020	July 26,2020	July 27,2020	July 28,2020	July 29,2020	Unit Price	Unit total	Total
<b>Standard Room</b>	50	75	75	75	50	\$	325	\$
Municipal Hotel Tax (11%)								\$
Goods & Services Tax GST (5%)								\$
Destination Marketing Fee (DMF) (1.5%)								\$
<b>Total to be paid by individual</b>								<b>\$</b>

HOSPITALITY				
Section 1				
Date	Requirement	Participants	Unit price	Total
<b>Day 1 July 27<sup>th</sup></b>	Lunch – Delegates (Room #12)	170	\$	\$
	Water Station (Room #8)	120	\$	\$
	Water Station ( Room #11)	70	\$	\$
	Water Station ( Room #11)	70	\$	\$
	Welcome Cocktail Reception – Delegates (Room # 12)	170	\$	\$
<b>Day 2</b>	Water Station (Room #8)	170	\$	\$
	Water Station ( Room #10)	10	\$	\$
	Water Station ( Room #11)	70	\$	\$
	AM Health Break – Delegates (Room # 9)	170	\$	\$



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<b>July 28<sup>th</sup></b>	Lunch – Delegates (Room #12)	170	\$	\$
	PM Refreshment Break – Delegates (Room # 9)	170	\$	\$
	PM Health Break – Delegates (Room # 9)	170	\$	\$
<b>Day 3 July 29<sup>th</sup></b>	Water Station (Room #8)	170	\$	\$
	Water Station ( Room #10)	10	\$	\$
	Water Station ( Room #11)	70	\$	\$
	AM Health Break – Delegates (Room # 9)	170	\$	\$
	Lunch – Delegates (Room #12)	170	\$	\$
	PM Refreshment Break – Delegates (Room # 9)	170	\$	\$
	PM Health Break – Delegates (Room # 9)	170	\$	\$
	Gala Dinner – Delegates (Room #12)	170	\$	\$
<b>Day 4 July 30<sup>th</sup></b>	Water Station (Room #8)	170	\$	\$
	Water Station ( Room #10)	10	\$	\$
	Water Station ( Room #11)	70	\$	\$
Other fees not listed above				\$
Subtotal				\$
Gratuities				\$
Taxes				\$
<b>Total on Master Account</b>				<b>\$</b>

<b>HOSPITALITY</b>				
<b>Section 2</b>				
<b>Date</b>	<b>Requirement</b>	<b>Participants</b>	<b>Unit price</b>	<b>Total</b>
<b>Day 1 July 27<sup>th</sup></b>	Water Station (Room #2)	7	\$	\$
	AM Health Break (Room #2)	7	\$	\$
	Lunch (Cold Buffet OR Hot Buffet) (Room #2)	7	\$	\$
	PM Health Break (Room #2)	7	\$	\$
	Dinner (Room #2)	2	\$	\$
<b>Day 2 July 28<sup>th</sup></b>	Water Station (Room #2)	7	\$	\$
	AM Health Break (Room #2)	7	\$	\$
	Lunch (Cold Buffet OR Hot Buffet) (Room #2)	7	\$	\$
	PM Health Break (Room #2)	7	\$	\$
<b>Day 3 July 29<sup>th</sup></b>	Water Station (Room #2)	7	\$	\$
	AM Health Break (Room #2)	7	\$	\$
	Lunch (Cold Buffet OR Hot Buffet) (Room #2)	7	\$	\$
	PM Health Break (Room #2)	7	\$	\$
	Dinner (Room #2)	2	\$	\$
<b>Day 4 July 30<sup>th</sup></b>	Water Station (Room #2)	7	\$	\$
	AM Health Break (Room #2)	7	\$	\$
	Lunch (Cold Buffet OR Hot Buffet) (Room #2)	7	\$	\$
Other fees not listed above				\$
Subtotal				\$
Gratuities				\$
Taxes				\$
<b>Total on Master Account</b>				<b>\$</b>



<b>IT</b>		
<b>Requirement</b>		<b>Total</b>
<b>MANDATORY INFRASTRUCTURE</b>	Wifi Hardwired Connections	\$
<b>OPTIONAL INFRASTRUCTURE</b>	Livestreaming Bandwidth Livestreaming Hardwired Connections	\$
Other fees not listed above		\$
Subtotal		\$
Taxes		\$
<b>Total on Master Account</b>		<b>\$</b>

<b>SUMMARY OF ALL COSTS</b>	<b>AMOUNTS</b>
<b>FUNCTION SPACE</b>	\$
<b>AV REQUIREMENTS* See below</b>	\$
<b>ROOM BLOCK</b>	\$
<b>HOSPITALITY (section 1 + Section 2)</b>	\$
<b>IT REQUIREMENTS</b>	\$
<b>Grand total to be charge on the MASTER ACCOUNT (taxes included)</b>	<b>\$</b>

All amounts should be insert in the tables above.

\*For the AV requirements, the supplier must send with his proposal a detailed quotation and indicate the total amount with taxes in the summary.

**ANNEX B IS TO BE COMPLETED AND INCLUDED WITH YOUR BID**





### ANNEX C – CONFIDENTIALITY CLAUSE

Taking into account, on the one hand, the specificities of the Employer's activity which require protection and, on the other hand, its functions, the supplier (and its employees) undertakes the following confidentiality commitment vis-à- Vis the Employer:

#### *Nature of commitment*

The Provider (and its employees) shall observe the strictest discretion on all information relating to the Employer's activities to which he or she will have access, either directly or indirectly, in the performance of his duties or because of his presence in the workforce.

#### *Duration of commitment*

Discretion will last from the beginning of the contract until **July 30<sup>th</sup>, 2020**.

### SIGNATURE

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX C IS TO BE COMPLETED AND INCLUDED WITH YOUR BID**



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**ANNEX D – QUOTE**  
(to be insert at contract award)